

## Elk Grove High School

### Request for Funding - Release Days, Workshops, Conferences, Materials, and Equipment

Complete this form and submit to principal for review as soon as possible to secure funding. Do not make any payments, reservations, or otherwise financially obligate funds without prior approval of the principal. Please complete one form per event/item.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

#### Release Days, Workshops, Conferences:

Requesting to attend: (name of event): \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Name(s) of attendee(s): \_\_\_\_\_

Does this activity have district funding (e.g. CPL, CTE, LSS, etc.)?    No    Yes, Specify: \_\_\_\_\_

#### Cost Estimates

| <u>Item</u>                                  | <u>Cost</u> | <u># Attendees</u> | <u># Days/Hours</u> | <u>Total</u> |
|--|-------------|--------------------|---------------------|--------------|
| Registration                                 | _____       | x _____            |                     | = _____      |
| Materials                                    | _____       | x _____            |                     | = _____      |
| Substitute                                   | \$200/day   | x _____            | x _____             | = _____      |
| Release Hours/Non-Contract                   | \$50/hour   | x _____            | x _____             | = _____      |
| District Transportation                      |             |                    |                     | = _____      |
| Materials/Equipment: (attach quote/estimate) |             |                    |                     | = _____      |
| <b>Total Estimate =</b>                      |             |                    |                     | _____        |

#### Strategic Goal (SG)

- SG 1: High quality classroom instruction and curriculum                       SG 2: Instruction guided by assessment results  
 SG 3: Equal opportunity to learn in a culturally responsive, physically and emotionally safe environment.  
 SG 4: Programs and services designed to inform and involve family and community partners.

ESSER Round 1    Category \_\_\_\_\_                       ESSER Round 2    Category \_\_\_\_\_

Benefit of attendance/materials:

Measured outcome (e.g. increase <use, test scores, etc.>):

Department Chair Review: \_\_\_\_\_

\*\*\*\*\* PROVIDE COMPLETED FORM TO THE CONTROLLER \*\*\*\*\*

Principal Review: \_\_\_\_\_  Approved     Denied

- Funding Source:     Site Instructional     Site Admin     Department     Academic Comp     AP Training  
 AP Outreach     AVID     CTE     EL     Ext Day     SAGE     Student Fees     Supp Con     TDA     ASB  
 ESSER Rd 1     ESSER Rd 2